

AR/NC/VM

20 March 2020

Dear Parent / Carer

Thank you for your ongoing support and understanding this week. This is an unprecedented time and I am trying to ensure I keep you all informed, as much as possible, as the situation develops.

We are fully committed to supporting the nation's needs and will remain open as long as we are instructed to do so for the students of these key workers and any vulnerable students, including those with special educational needs, requiring our provision.

The Government has made it clear that children who do not fall into these groups should remain at home with appropriate care. The Government stipulate that this service is for targeted students only to ensure that social distancing, as advised, is carried out.

In relation to key workers this will be for students whose Parents/Carers fit into certain categories only, as laid out by the Government. This applies to **either Parent/Carer**, not the main Parent/Carer.

The Government released the [definition of key workers](#) yesterday. I have added the link to the information to the bottom of this letter.

Here at the UTC we have reduced staffing levels relating to the current recommendations regarding our own staff self-isolating and social distancing relating to vulnerable conditions. We are hoping to have sufficient staffing to support the expected reduced numbers of vulnerable students and in relation to families having designated key workers.

In order that we can look at the capacity required and be aware of monitoring children in our care for safeguarding purposes, can I ask that you inform us via e-mail **as soon as possible** if you would like your child to attend from Monday 23 March 2020 by e-mailing [admin@utcsheffield.org.uk](mailto:admin@utcsheffield.org.uk)

Please include details of your child who you would like to attend, which category of key worker you fall into, who your employer is, your role within the organization and any additional information we may need to know e.g. Change of contact details / medical conditions.

Please be aware that some bus, tram and train services are being restricted from Monday 23 March 2020 so please take this into consideration relating to your child attending the UTC.

I am very aware that for Y11 and Y13 this time is particularly uncertain. Be assured that both my staff and I will work tirelessly to ensure that they are able to gain the qualifications, grades and destinations they aspire to and deserve.

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As summer exams have been cancelled and with the current uncertainty relating to future events such as the Y11 prom, once we re-open fully I will ensure that we have a celebration event for our 2020 leavers. In the meantime, teachers are contactable on Teams / Show My Homework, please keep checking in with classmates and staff.

For Y11, I hope to see as many of you as possible joining us in the next academic year.

We will be sending out regular information by email, as well as Teams / Show My Homework / UTC Website. Watch out for UniFrog's careers learning programme, which will be coming out in the next couple of weeks. This has lots of tasks to work through around softer, employability skills.

**Please Note:**

- Provision in the UTCs will not follow our normal curriculum delivery timetable and the hours will be reduced to 9.00am until 2.30pm
- To support social distancing students **will not be allowed** to leave the UTC site at lunchtime
- Catering facilities will be available, however, this will not be to the same degree and choice as normal
- Work will be set digitally by teaching staff for your children – further details will follow
- Free School Meals will be provided for those who are eligible. Further information on the Government's processes for a national voucher service is awaited and we will contact affected parents as soon as this is received
- Safeguarding within school will remain our primary concern. Therefore students will have to sign in and out each day and if we are expecting them to attend and they do not arrive at the UTC we will follow our normal safeguarding procedures
- The UTCs expectations remain the same as they normally would be regarding business wear, behaviour and conduct, whilst on the site at your UTC.

I would like to extend my thanks to the mature and considerate attitude shown by all our students in this very difficult time. Also thank you to all the parents who have written to me to offer their support. It has made me very proud to be the Principal of UTC City Centre.

Yours faithfully



**Mr A Reynolds**  
**Principal**

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>